

**DEPARTMENTAL INPUT**  
**CONTRACT/PROJECT MEASURE ANALYSIS AND RECOMMENDATION**

Rev 1

☒ **New contract**    ☐ **OTR**    ☐ **CO**    ☐ **SS**    ☐ **BW**    ☐ **Emergency**  
☐ **Re-Bid**    ☐ **Other**    YES ☐    LIVING WAGE APPLIES: ☐ NO

Previous Contract/Project No:  
RFP 379

Requisition/Project No: RQLB1100005 - AFP 785  
renew

TERM OF CONTRACT: 5 year with 2 two-year options-to-renew

Requisition/Project Title: Library Coffee Cart Services

Description: Management and operation of a coffee cart/kiosk at the main library

User Department(s): General Services Administration

Issuing Department: DPM    Contact Person: Annie Perez    Phone: 305-375-1620

Estimated Cost: \_\_\_\_\_ Funding Source: \_\_\_\_\_ REVENUE GENERATING: X

**ANALYSIS**

Commodity/Service No:		SIC:	
<b>Trade/Commodity/Service Opportunities</b>			
Contract/Project History of Previous Purchases For Previous Three (3) Years Check Here <input type="checkbox"/> if this is a New Contract/Purchase with no Previous History			
<b>EXISTING</b>		<b>2<sup>ND</sup> YEAR</b>	<b>3<sup>RD</sup> YEAR</b>
Contractor:			
Small Business Enterprise:			
Contract Value:			
Comments:			
Continued on another page (s): <input type="checkbox"/> Yes <input type="checkbox"/> No			

**RECOMMENDATIONS**

SBE	Set-Aside	Sub-Contractor Goal	Bid Preference	Selection Factor
		%		
		%		
		%		
		%		

Basis of Recommendation:

Signed:  \_\_\_\_\_

Date to SBD: 7/5/11

Date Returned to DPM: \_\_\_\_\_

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***This is not an advertisement.***

**Miami-Dade County, Florida**

**RFP No. 785**

**LIBRARY COFFEE CART SERVICES  
SCOPE OF SERVICES**

**Background**

The selected Proposer shall manage and operate the Coffee Cart/Kiosk at the Main Branch Library located at 101 West Flagler Street, Miami.

The Main Library currently has 160 employees and approximately 2,800 visitors a day and it hosts year-round exhibitions promoting South Florida artists and programming for all ages. These range from toddlers (Story times) to teens (Japanese Anime, Gaming, Poetry competitions) to Adults (Job Search, computer classes) and Seniors (retirement seminars, AARP driving and Health Management). The Main Library also hosts the Art of Storytelling Festival in May which is attended by more than 7,000 parents, children and teenagers.

**Preferred Requirements**

The selected Proposer should have:

- a. Experience in the development and provision of food and beverage service facilities, including related activities.
- b. Five years experience in successfully providing quality food and beverage services.
- c. Knowledge of the legal requirements that are involved in this type of operation.
- d. Adequate financial strength to provide equipment, furniture and fixtures, start-up operations and reasonable working capital.

**Requirements and Services to be Provided**

**A. General Services**

The selected Proposer shall:

1. Obtain all permits/licenses necessary for the provision of the services as may be required by the County, City of Miami and State of Florida.
2. Comply with all applicable rules and regulations adopted by the County and all laws, ordinances and/or rules and regulations of other governmental units and agencies having lawful jurisdiction, which may be applicable to selected Proposer's operation of the Coffee Cart/Kiosk.

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**B. Operation and Quality of Services**

The selected Proposer shall:

1. Create a first-class food service Coffee Cart/Kiosk. Provide quality of product and customer service, with an emphasis in appearance and ambiance in maintaining competitiveness with other food and beverage destinations in the local marketplace.
2. Create a visually exciting and inviting environment, through a creative high-impact store design, including product displays, signage, graphics and lighting.
3. Provide ample table and chairs for the dining room/seating area.
4. Furnish a Coffee Cart/Kiosk that is self-contained with all of the equipment necessary to operate a functional Coffee Cart/Kiosk operation. No cooking will be allowed on the premises. Hot foods must be prepared off the premises. Warming and heating equipment are allowed.
5. Be in full operation to provide food and beverage service no later than 45 days following the commencement date of the contract award. The County reserves the right to extend this time frame if necessary.
6. Operate the Coffee Cart/Kiosk and provide food and beverage services at a minimum, six (6) days a week, Monday through Saturday, continuously from 9:30 AM to 5:30 PM, except on County holidays. Sufficient attendants will be available to provide service to Library patrons. Any changes in the hours of operation, requires the express written agreement of both parties.
7. Provide good, prompt and efficient service, adequate to meet all reasonable demands.
8. Maintain a menu that is reflective of current trends in the fast/casual food industry and the local consumer market. Selected Proposer shall include breakfast selections on the menu. Original menu, menu pricing, and future changes, must be approved by the County.
9. Provide snack items as in the following sample menu:
  - Assorted fresh bagels with cream cheese
  - Assorted Cuban pastries
  - Toast and Cuban toast
  - Jamaican patties
  - Muffins, Croissants and Donuts
  - Empanadas, Stuffed Potato (Papa Rellena)
  - Pre-packaged breakfast and lunch sandwiches
  - Bottled juices, soda and water
  - American Coffee

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- Tea selection
- Cappuccino
- Cuban coffee
- Milk

10. Maintain all foodservice areas and equipment in a safe manner as outlined in the Minimum Operating Standards for Foodservice. Please see **Attachment A** for Minimum Operating Standards for Foodservice.

**C. Improvement, Maintenance and Repairs**

The selected Proposer shall:

1. At its sole cost and expense, make improvements to comply with the Americans with Disabilities Act (ADA), and any other County, State, Federal requirements that may become applicable.
2. Operate and maintain the entire premises in a first-class manner and condition and keep it clean at all times.
3. Provide all furnishings, equipment, soft goods, mobile concession units, and supplies at its own expense to fulfill the requirements herein. All furnishings and equipment, etc., furnished by selected Proposer, shall be of good quality and suitable for its purpose.

**Base Rent – Minimum Annual Guarantee**

The selected Proposer shall pay an annual Base Rent (Minimum Annual Guarantee [MAG]) for the use of the premises as provided herein, which is expected to be no less than \$12,000, plus applicable State taxes as required by law, due in twelve equal monthly payments, on or before the first day of each month as of the first date of operation of the Coffee Cart/Kiosk.